



THE CITY OF DAWSON

Box 308 Dawson City, YT Y0B 1G0
PH: 867-993-7400 FAX: 867-993-7434
www.cityofdawson.ca

OFFICE USE ONLY	
APPLICATION FEE:	
DATE PAID:	
RECEIPT #:	
APPLICATION #:	

MUNICIPAL HISTORIC SITE DESIGNATION FORM

PLEASE READ THE ATTACHED INSTRUCTIONS, GUIDELINES, AND SUBMISSION REQUIREMENTS PRIOR TO COMPLETING FORM.

TYPE OF HISTORIC RESOURCE

Building

Landscape

LOCATION:

CIVIC ADDRESS: _____ Yukon Historic Sites Inventory ID: _____

LEGAL DESCRIPTION: LOT(S) _____ BLOCK _____ ESTATE _____ PLAN# _____

APPLICANT INFORMATION

APPLICANT NAME(S): _____

MAILING ADDRESS: _____ POSTAL CODE: _____

EMAIL: _____ PHONE #: _____

OWNER INFORMATION (IF DIFFERENT FROM APPLICANT)

OWNER NAME(S): _____

MAILING ADDRESS: _____ POSTAL CODE: _____

EMAIL: _____ PHONE #: _____

DOES THE CURRENT OWNER SUPPORT POSSIBLE MUNICIPAL DESIGNATION OF THIS PROPERTY? IF YES NO
YES, PLEASE PROVIDE WRITTEN PROOF OF THIS SUPPORT ATTACHED TO THIS APPLICATION.

DECLARATION

- I/WE hereby make application for a Municipal Historic Site under the provisions of the City of Dawson Heritage Bylaw #2019-04 and in accordance with the plans and supporting information submitted and attached which form part of this application.
- I/WE have reviewed all of the information supplied to the City of Dawson with respect to an application for a Historic Site Designation and it is true and accurate to the best of my/our knowledge and belief.
- I/WE understand that the City of Dawson will rely on this information in its evaluation of my/our application and that any decision made by the City of Dawson on inaccurate information may be rescinded at any time.
- I/WE hereby give my/our consent to allow Council or a person appointed by its right to enter the above land and/or building(s) with respect to this application only.

I/WE HAVE CAREFULLY READ THIS DECLARATION BEFORE SIGNING IT.

DATE SIGNED

SIGNATURE OF APPLICANT(S)

DATE SIGNED

SIGNATURE OF OWNER(S)



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GENERAL HISTORICAL INFORMATION

AGE OF STRUCTURE: *Please provide the age of the structure you wish to designate and attach supporting evidence.*

HISTORY OF OWNERSHIP: *Please list the property's original and subsequent owners.*

USES OF HISTORIC RESOURCE: *Please list the past and current uses of the historic resource.*

CULTURAL, SOCIAL, HISTORICAL INFORMATION: *Describe how the property relates to the community's past by identifying its associations with people, events, or historic uses.*



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SPECIFIC HISTORIC INFORMATION: BUILDINGS

ARCHITECTURAL DETAILS: *Include a detailed description of the building, including siding, window type, roof type, decorative elements, number of storeys, etc. Also include a description of any unique design elements and quality of craftsmanship.*

PHYSICAL CONDITION: *List any damage, repairs and/or alterations that have taken place. Please provide a date for significant alterations.*

SETTING AND CONTEXT: *Has the historic resource been moved? How does it fit with the neighbourhood? Include details on gardens, lawns, fences, trees, and how the building is sited on the lot. Is the building a landmark?*



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SPECIFIC HISTORIC INFORMATION: LANDSCAPES

SITE FEATURES: *Include a detailed description of the site and its physical features. Is it a designed or natural landscape? Has it been modified? Are there built elements that assist in the historical function of the landscape?*

PHYSICAL CONDITION: *List any damage, repairs and/or alterations that have taken place. Please provide a date for significant alterations.*

SETTING AND CONTEXT: *Has the site changed over the years? How does it fit with the neighbourhood? Include details on gardens, lawns, fences, trees, or other features. Is the site a visual or symbolic landmark?*



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COMPLETE APPLICATION SUBMISSION REQUIREMENTS

As per the Historic Resources Act s. 39, a complete nomination will be drafted into a proposed bylaw. A public hearing shall be held by Council in order to receive objections and other representations. As per s. 40, the proposed bylaw shall be resolved not to proceed or shall be passed.

- Application Form (completed in full)
- Photographs
 - o Recent images of the property including front, side and rear views.
 - o Attach any historic images of the property.
- Site Plan that includes:
 - o a north arrow and scale
 - o property lines shown and labelled as per the most recent legal survey
 - o all easements and rights of way shown and labelled
 - o the location and labelling of all abutting streets, lanes, highways, road rights of way, sidewalks, water bodies, and vegetation
 - o the topography and other physical features of the subject land
 - o the location, size, type, and dimensions of all existing buildings and/or structures on the subject land, as well as the distance of the buildings and/or structures from the property lines
 - o the location, size, type, and dimensions of all proposed buildings and structures on the subject land, as well as the proposed distance of the buildings and/or structures from the property lines
 - o the location of retaining walls and fences
 - o the date of the plan
- Certificate of Title (if owner does not match Assessment Roll)
- Reference material such as maps, personal written accounts, photos, deeds, architectural drawings, etc.
- Other as required by the CDO: _____

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LEGAL DESCRIPTION: LOT(S) _____ BLOCK _____ ESTATE _____ PLAN# _____

ZONING: _____ DATE COMPLETE APPLICATION RECEIVED: _____

TYPE OF APPLICATION: _____

APPLICANT NAME(S): _____

OWNER NAME(S): _____

NOMINATION REJECTED

NOMINATION APPROVED

DATE: _____ SIGNATURE: _____



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INSTRUCTIONS AND GUIDELINES

IT IS IMPORTANT TO READ AND UNDERSTAND THE FOLLOWING INSTRUCTIONS PRIOR TO COMPLETING THE APPLICATION FORM. THESE GUIDELINES ARE FOR REFERENCE ONLY. IN THE EVENT OF A DISCREPANCY WITH THE HERITAGE BYLAW, THE HERITAGE BYLAW PREVAILS.

1. Designation of a site as a Municipal Historic Site under s. 8.01 of the *Heritage Bylaw* must be in compliance with the requirements listed in Part 5 of the *Historic Resources Act* amendments thereto.
2. Council may either, on its own motion, or upon petition by any person or group of persons designate any site as a Municipal Historic Site, when it has determined, in its opinion, that the site is an important illustration of the historic development of the Klondike Valley, of which the Dawson townsite is a part, or the natural history or peoples and cultures of the Klondike Valley Cultural Landscape.
3. Any person or group of persons may petition Council to designate a site as a Municipal Historic Site. Any such petition shall be presented to the Development Officer.
4. When the Development Officer receives a nomination to designate a Municipal Historic Site, they shall:
 - a. Assess the application for completeness and accuracy
 - b. Present the nomination to HAC for evaluation; and
 - c. Prepare a report including:
 - i. The recommendations of HAC;
 - ii. whether the site meets the requirements of this bylaw and of the *Historic Resources Act*; and
 - iii. an overall assessment of the nomination with respect to overall planning considerations.
 - d. Present the report for Council consideration.
5. Prior to passing a bylaw to designate a Municipal Historic Site, Council will give full consideration of the recommendations provided in the report.
6. As per S. 48, 49, and 50 of the *Historic Resources Act*, the Development Officer is appointed by this bylaw to serve as an inspector for the enforcing of the Heritage bylaw and the *Historic Resources Act*.
7. No person shall make, demolish, move, or make alterations to a Municipal Historic Site unless such alteration is carried out in accordance with a valid development permit or historic resources permit.
8. No person shall carry out an activity that will, in the opinion of HAC, alter the character defining elements of a Municipal Historic Site, without a resolution by Council indicating approval.
9. Upon receipt of an application for a development permit or historic resources permit for an activity that may alter the historic character of a non-designated site listed on the Heritage Inventory, HAC may recommend that the Development Officer bring the application forward to determine if Council wishes to commence the process for designation as a Municipal Historic Site.